

Soft Skill Assignment

Module 1 (Effective Communication)

1. Thank you Email

From : jalpagajjar794@gmail.com

To : niravgajjar95@gmail.com

Subject : Thank you for the interview opportunity

Dear Sir,

I wanted to express my gratitude for the interview opportunity for the web Developer at Radixweb on September 12, 2024. It was a pleasure meeting with you and learning more about your impressive organization.

I'm enthusiastic about the possibility of joining Radixweb and contributing to its success. Please feel free to reach out if you need any more information from me or if there are further steps in the process.

Thank you for your time and consideration.

Best regards,

Jalpa Vadgama

Soft Skill Assignment

2. Letter of apology

From : jalpagajjar794@gmail.com
To : niravgajjar95@gmail.com
Subject : Apology email for Absence

Respected Sir,

The purpose of writing this Email is actually to ask for your apology as I couldn't come to work since last three days. My health is not well and I am not able to come for work. Some of reports suggest rest and that is why I didn't come and also because of the effects of medicine, it is very difficult for me to come and join work.

I am extremely grateful to have a boss like you who understand the situation. I will be joining back as soon as I recover myself. I hope that you would understand.

Thank you.

Best regards,
Jalpa Vadgama

Soft Skill Assignment

3. Reminder Email

From : jalpagajjar794@gmail.com
To : nehalpatel@gmail.com
Subject : Follow-up on Job Application

Dear Ma'am,

Thank you again for taking the time to speak with me about the open Front-End Developer position at your company. I am very excited about the opportunity to join such a prestigious organization.

I just wanted to follow up and make sure that you received my application materials. I submitted them on September 5, 2024 and haven't received a response yet.

I would really appreciate it if you could let me know if there is anything else I need to do or if there is any other information you need from me.

Thank you for your time and consideration, and I look forward to hearing from you soon.

Sincerely,

Jalpa Vadgama

Soft Skill Assignment

4. Asking for a raise in salary

From : jalpagajjar794@gmail.com
To : niravgajjar95@gmail.com
Subject : Request for salary increment

Respected Sir,

I hope this email finds you well. I am writing to request a salary increment, as I believe that my performance and contributions to the company warrant such an increase.

As you are aware, I have been working diligently for Radixweb for two years. During this time, I have consistently exceeded the expectations set for my role and have taken on additional responsibilities when necessary. Through my hard work and dedication, I have successfully completed complex projects.

Despite my continued efforts, my salary has remained the same since I first joined the company. I respectfully request that you consider adjusting my salary to better reflect my contributions and the value I bring to the company.

I understand that salary increases must be carefully considered, and I appreciate your time and attention to this matter. I look forward to discussing this further with you.

Thank you for your consideration.

Kind regards,

Jalpa Vadgama

Soft Skill Assignment

5. Resignation Email

From : jalpagajjar794@gmail.com

To : niravgajjar95@gmail.com

Subject : Notice for Resignation

Dear Sir,

I hope you're doing well. I'm writing to notify you of my resignation from my position as Web Developer. After much consideration, I've made the difficult decision to resign due to a job offer from another company. My last day with Corporate Strategies will be December 27, 2024.

I've greatly enjoyed my time working with Corporate Strategies for the past two years. I've learned how to implement successful marketing campaigns, which will assist me in my future endeavours. I will greatly miss my colleagues and want to express my appreciation for the support I received from the management team. Thank you so much for the opportunity to succeed in my position as web Developer. I wish you the best and hope we can stay connected in the future.

Warm regards,

Jalpa Vadgama